# Section 6 – How to Add a Category

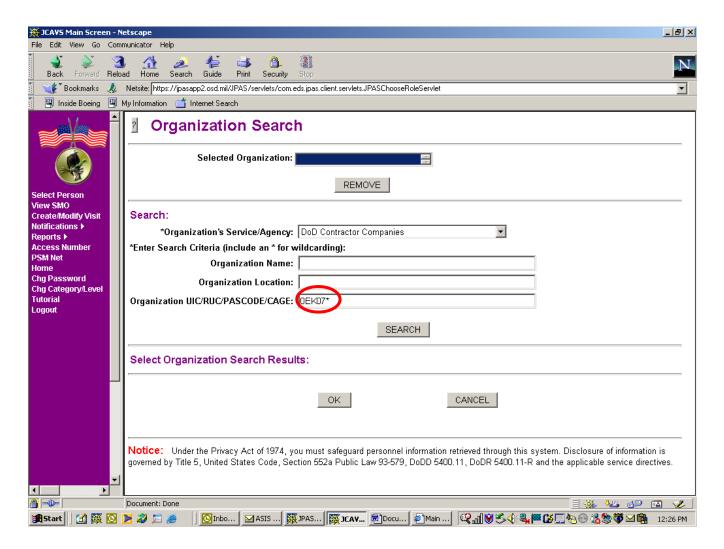
#### Introduction

If you want to add a record to your PSM Net, the first thing you need to ensure is that the record has the correct "category" that you want to add to your PSM Net. If the record does not have the correct "category," then you will need to add a new category to the person's record.

#### **Instructions**

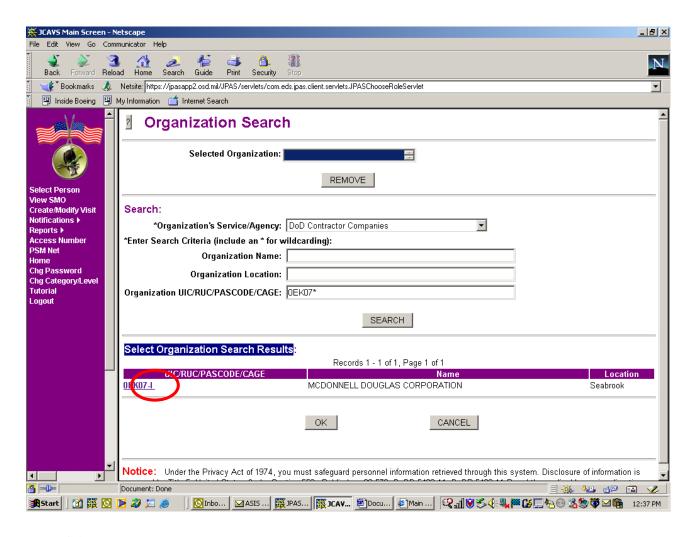
- 1. Log in as a User.
- 2. Click on "Select Person" (Column on left).
- 3. **Enter** the person's SSN.
- 4. Click the "Display Maintain Person" radio button.
- 5. **Click** the gray "Display" button.
- 6. In the "Available Category Types" pull-down, make sure you choose the proper category. Examples: Red Cross, Civilian (Temporary, Seasonal Co-Op, Civilian Employee, Industry, etc...
- 7. Click "Add Category" button.
- 8. In the "Category Classification" pull-down, select one of the three options. (Note: Only required for Industry Categories only). In most cases you will select "Contractor" with the exception of an FSO where you will select "Key Management Personnel (KMP)." Other employees that are listed on your organization's KMP list must also be listed as a KMP in JPAS. Other new choices Assurance 1, Assurance 2
- 9. Click on the gray "Modify Organization" box.
- 10. In the "Organization's Service/Agency" pull-down box, scroll down until you reach the appropriate organization.
- 11. In the "Organization UIC/RUC/PASCODE/CODE" box, type in the organization code. An asterisk (\*) can be used for wild card searches when using 3 or more characters.

## "Organization Search" screen



- 12. Click the gray "Search" button.
- 13. Under "Select Organization Search Results" section, you should see the Organization code based on your search.

### "Organization Search" screen (results)



- 14. **Click** on the appropriate organization code hyperlink. This will populate in the "Selected Organization" field.
- 15. Click on the gray "OK" button.
- 16. The organization code you selected should now be listed in the "Organization/Company/Agency" section.

∰ JCAVS Main Screen - Netscape \_ B × Edit View Go Communicator 4 Reload Home Search Guide Print Security ǔ Bookmarks 🙏 Netsite: https://jpasapp2.osd.mil/JPAS/servlets/com.eds.jpas.client.servlets.JPASChooseRoleServlet 📳 Inside Boeing 📳 My Information 🎁 Internet Search Incident Report: N/A Polygraph: N/A Foreign Relation: N/A MODIFY RELATIONSHIP Available Category Types: Non-DoD National Guard ADD CATEGORY View SMO Create/Modify Visit Notifications ) Reports > Access Number Person Category: Industry 2 () Position: **PSM Net** Category Contractor Home Chg Password Classification: (Required for Industry Categories only) Chg Category/Level Separation **Tutorial** -Separation Date: Code: Logout

Person Summary

Notice: Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives.

CANCEL

SAVE

MODIFY ORGANIZATION

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Figure 21: "Maintain Person" screen (bottom)

Screen Print 4-3

17. **Click** on the gray "Save" button.

Document: Done

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Organization/Company/Agency

Name: MCDONNELL DOUGLAS CORPORATION Location: 10210 Greenbelt Road, Seabrook, MD, 207062218

18. **Check** to see if the newly established code is displayed in the "Person Category" pull-down. If not, click on the pull down menu and highlight the newly established code.

**Click** on the "Person Summary" hyperlink at the bottom of the page.